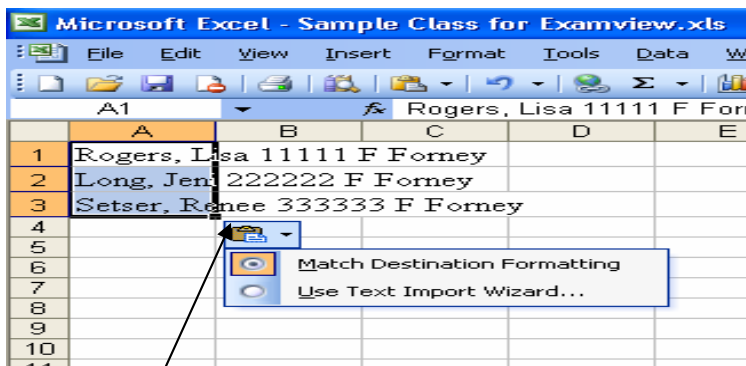
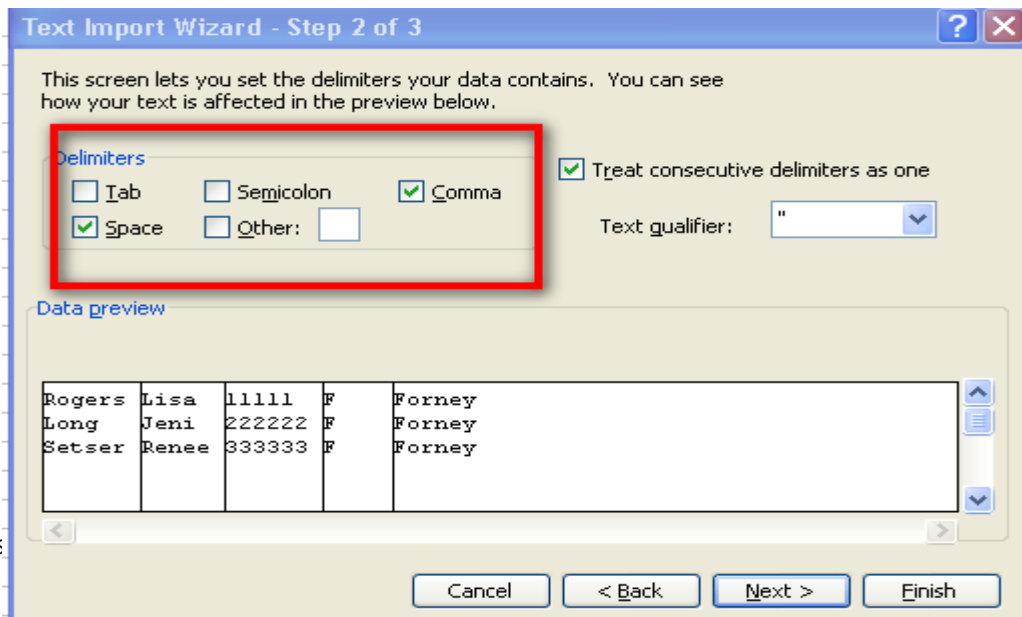


How to Create an Excel Spreadsheet From TEAMS

1. Open attendance in list view.
2. Press the print button.
3. Highlight the students' names.
4. Right click and copy
5. Open excel and paste into cell A1. The info will look jumbled don't panic.



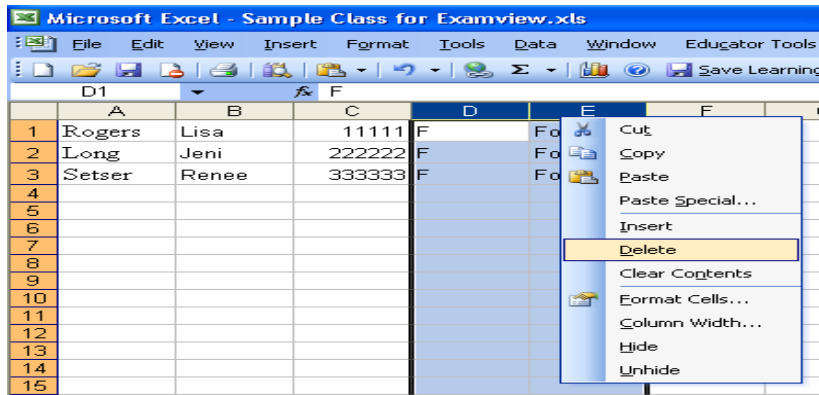
6. Click on the little clip board drop down menu and choose text import wizard option.
7. Click NEXT on Step 1
8. Put a check mark in the Comma box (this will remove the commas after the last name). Click NEXT



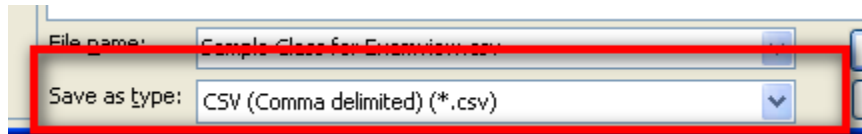
9. Click Finish

10. Move any ID numbers that are not lined up in the correct column, change any students names to reflect what they go by.

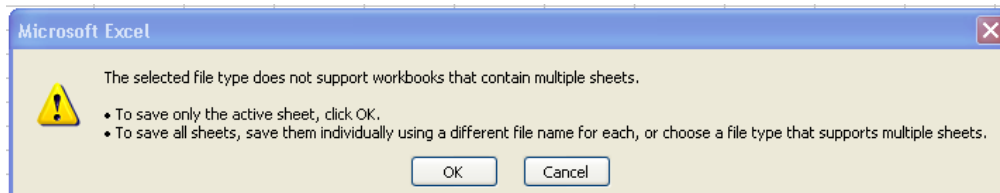
11. Delete any columns you don't need. You only need the Last Name, First Name, ID number. Select the column headings right click and Delete.



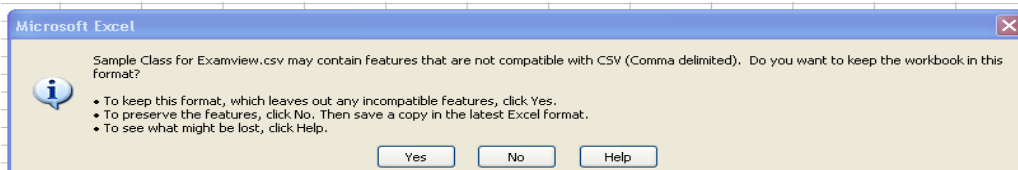
12. File- Save As --- Name it and use the drop down arrow on the save as type box and choose CSV



13. Click OK to this message



14. Click Yes to this message



15. Now this Spreadsheet can be imported into ExamView

16. **Save a separate file for each period**